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Weekly Report for the Week Ending 28 April 1959  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 26 actions requiring the printing of 568,500 copies or sets of blank forms.
- (2) Eleven new and five revised forms were approved.

b. Intangible

- 25X1
- 25X1
- (1) Designed two "Vehicle Maintenance" forms in conjunction with the O&M survey of [ ] These two forms may also be used in the Headquarters Highway Division to replace 5 or 6 existing forms. [ ]
  - (2) Disapproved ES 59-362 which proposed government-wide adoption of a standard weeklong calendar/appointment log. Advised the Suggestion Awards Committee that existing stocked calendar pads are adequate. [ ]
  - (3) Advised [ ] SPB/PSD on developmental aspects of a change in the "Batch Mat" system, which if feasible, should save about 3/4's of a man year of a press operator's job. This proposal is being developed independently by [ ] and will, when worked out, be submitted as an employee suggestion. [ ]
  - (4) At the request of OP we are checking ~~the use of~~ the form used for requesting loan of personnel folders. Present form usage exceeds number of folder requests by three to four thousand a month. [ ]
- 25X1
- 25X1
- 25X1

2. Assignments - Active

- 25X1
- a. New Building Project [ ]
  - b. Agency Chain Envelope. We have ~~been~~ firmed up our requirements on a one-time envelope. Specifications are being prepared and procurement will be made after a final concurrence on the envelope by the Office of Security. [ ]
  - c. Dispatch Form - [ ] advises that he is still defining DD/P position on dispatches. He promises to reply soon to our memo of last fall.
  - d. Ten new and 13 revised forms.
- 25X1
- 25X1

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3. News

- 25X1 a. Training of [ ]
1. Attended Support Exhibit.
2. Continuing discussions with Area Division Budget Officers re transmittal of T/A forms to field.
- 25X1 b. [ ] and the Staff briefed [ ] ARO/FBID. 25X1
- c. Employee Suggestion Form was received from the Printer with all corrections made. ~~Form~~ turned over to SAS for distribution. [ ] 25X1
- d. Attended the April CODIB (Committee on Documentation of the United States Intelligence Board). Highlight of the meeting was [ ] briefing on test application of the mechanized system of handling Information Reports [ ] which utilizes 25X1 Flexowriter tapes and unaccompanied air pouch transmittal. Mr. 25X1 [ ] will offer a briefing on 15 May on project "Walnut" [ ]
- [ ] 25X1
- by BHR*

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